



FLORIDA STATE UNIVERSITY
 OFFICE OF HUMAN RESOURCES
 282 Champions Way
 PO Box 3062410
 Tallahassee, FL 32306-2410
 Phone: (850) 644-6034
 Fax: (850) 645-4670

ADMINISTRATIVE DISCRETIONARY INCREASES CHECKLIST (Faculty)

Employee Name	Employee ID	Rec #	Date
Job Title	Department Name	Department Number	
Department Representative Name (Print)		Department Representative Email	

Indicate the appropriate reason for the ADI below. All ADI processing requests submitted to Human Resources must be accompanied by a pPaf or ePaf and the required back-up documentation, specified below. Missing documentation will significantly delay processing time.

Note: Justification Memos should be forwarded to the Office of Faculty Development and Advancement so that approval may be sought from the Provost and Executive Vice President for Academic Affairs.

Counter-offers	
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- Copy of the verified written offer _____
- Justification Memo approved by the Office of the Provost and the Office of Faculty Development & Advancement _____

Endowed/Named Chairs	
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- Copy of the criteria and procedures for the award of the chair _____
- Justification Memo approved by the Office of the Provost and the Office of Faculty Development & Advancement _____

Extraordinary Accomplishments (Note: All supporting documentation in this category must be approved by the Office of the Provost and the Office of Faculty Development & Advancement)	
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- a. *Recognition Internal to the University*
 - Explanation, outlined in a memo, of how the accomplishments exceed the minimum criteria for the top merit category of the department/unit _____
- b. **Or** *Recognized by the National or International Academic or Professional Community*
 - Award letter, containing a description of the award (Memo format preferred, but emails accepted) _____
 - Allocated Increase Memo from the Office of the Provost _____
 - Extraordinary Accomplishments Award Recognition Request Form _____

Equity Adjustments	
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- Salaries and history of annual accomplishments _____
- Justification Memo approved by the Office of the Provost and the Office of Faculty Development & Advancement _____

Increased Duties and Responsibilities	
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- Signed annual Assignment of Responsibilities for the year preceding the change _____
- New, signed annual Assignment of Responsibilities reflecting the increased duties and responsibilities _____
- Justification Memo approved by the Office of the Provost and the Office of Faculty Development & Advancement _____

Recognition for Distinguished Faculty	
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- Specific external award or alternative criteria _____
- Justification Memo approved by the Office of the Provost and the Office of Faculty Development & Advancement _____

Other	
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- Justification Memo approved by the Office of the Provost and the Office of Faculty Development & Advancement _____
- Note:** ADIs awarded under this reason must be submitted a minimum of 15 days before the effective date

All documents must be submitted to HR prior to the Payroll Submission Deadlines.